

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100057-4

REPORTS INVENTORY					CONTROL NO. DDS/OF-052	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Balance of Payment					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY		
		MEDICAL		<input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT C/Budget Division (1963)	
		IF YES GIVE ADP PROCESSING NO.				
10. PREPARING COMPONENT (include lowest level contributing information to report) Payroll Support Branch/C&TD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Overseas Payroll Section/C&TD				
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-06	\$3.80	2	=	\$7.60	4	\$30.40
B. COSTS OF COMPUTER PRODUCED REPORTS						
			=			
TOTAL COSTS PER YEAR						\$ 30.40
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To report to OPPB sums paid in salary and allowances at overseas stations. Started 1963 in accordance with a request from OPPB.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS	
					MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100057-4				18. EXTENSION